

Franklin County Fiscal Court is accepting applications for a
Receptionist for on-call employment

Qualifications include answering, screening, and directing telephone calls for county offices; greeting visitors; preparing letters and other correspondence as necessary; available for on-call employment; other duties as assigned. Applicant must have a high school certificate or GED equivalent, have strong communication skills, and be friendly and courteous in dealing with the public. Applications can be obtained from our website at www.franklincounty.ky.gov. Deadline for applications will be February 19, 2015, at 2:00 p.m. Send application and three professional references to the Human Resources Director, 321 West Main Street, Frankfort, KY 40601.

Franklin County Fiscal Court is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, sex, age, sexual orientation or disability.